

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Treasurer-Tax Collector Budget Code: AAA-TTX
 Title: Seasonal Positions

PRIORITY: Rank 4 of 4 **FUNDING:** Full Year ☐ Other ☒ 6 Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

During its peak workload periods, the department needs seasonal employees. Each year we hire employees from Kelly Services and use Public Service Employees in November – December and March – April to assist in the mailroom and to perform cashiering duties to cover the additional workload that occurs during that period. During December and April, both the volume of phone calls and number of payments processed received by the department increases more than ten-fold from normal periods. In addition, seasonal employees are sometimes used to supplement full-time staff to assist handling peak workloads during tax sale and when supplemental assessment bills are mailed. Due to the dramatic turnover in property and development, the number of supplemental bills has increased 82% from last fiscal year.

The department is now requesting two Public Service Employees for up to six months each. The seasonal employees are 100% funded from tax sale revenue.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 17,514	\$ 18,039

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
0.5	Public Svce. Employee	8,757
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Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 17,514 \$ 18,039

REVENUE (specify source)

9265 - Tax Sale 17,514 18,039

Total: \$ 17,514 \$ 18,039

LOCAL COST \$ 0 \$ 0